

Using the Electronic Pollbooks on Election Day

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Overview

Electronic Pollbooks are computers which help us run elections. They are used to check in voters. The Pollbook contains a database of all the registered voters in the State of Maryland. For ease of finding voters in your particular precinct, a filter has been developed to only query an individual precinct. For some voters you may need to search the State roster. You usually search for a voter by name, but you can also search by address or voter ID. Once the Pollbooks have been networked, they communicate with each other, constantly updating their databases. This prevents a voter from checking in at different times on multiple Pollbooks.

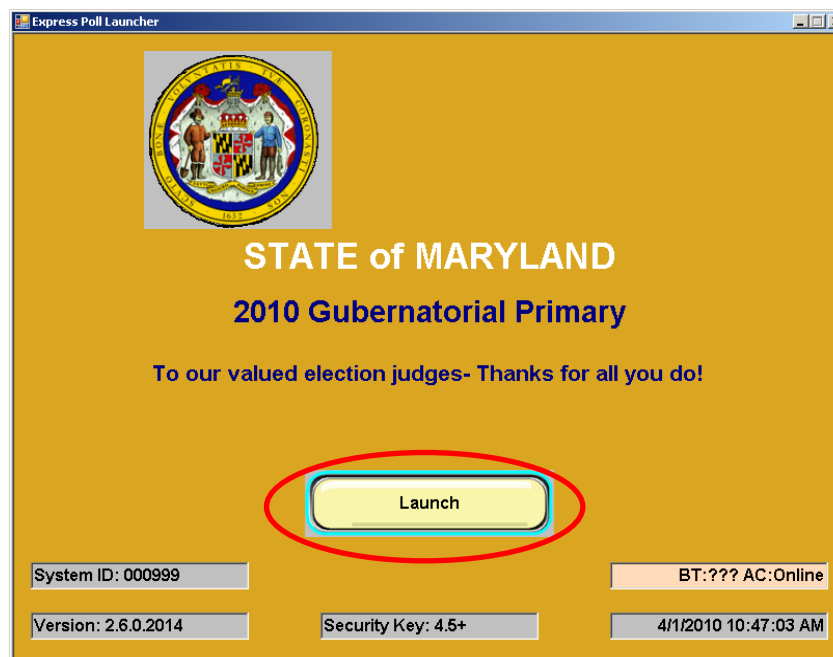
Fully detailed procedures for setting up and using Pollbooks will be found in the *Chapter 10, Checklists, Electronic Pollbook Set Up Procedures, Electronic Pollbook Opening Procedures* and *Chapter 4, Check In Area Responsibilities*.

Opening the Election on the Electronic Pollbook

IMPORTANT

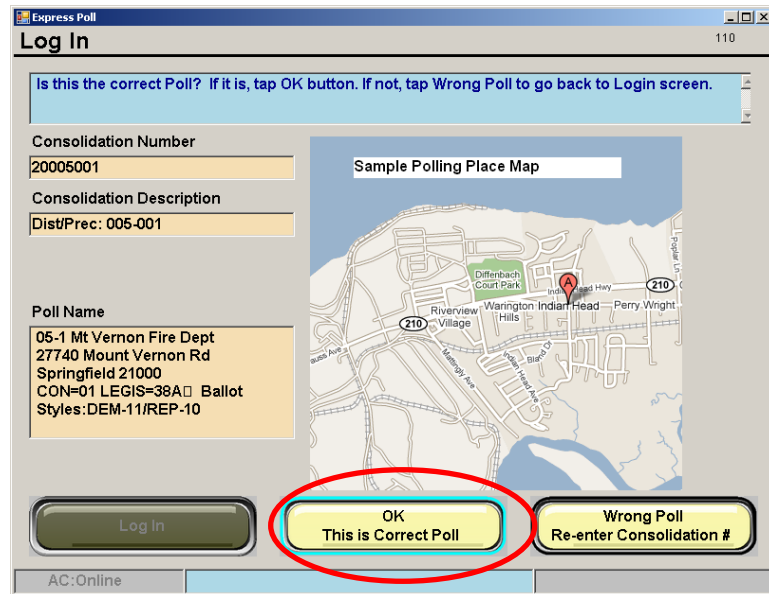
Always use the **stylus** to tap on the Electronic Pollbook screen.

1. Verify that the power strip is plugged into a wall outlet and turned on.
2. Turn off the network hub by disconnecting its power cord.
3. Obtain the Voter Access Cards (plastic) from Chief Judges.
4. Turn on the Pollbooks and the printers per the *Electronic Pollbook Opening Procedures* found in Chapter 10.
5. From the Launch screen, tap the “Launch” button.



6. On the Log In screen, verify the precinct information on the left side before tapping the “OK This is Correct Poll” button at the bottom of the screen. **If the precinct information is incorrect, notify Chief Judge immediately.**

- “Consolidation Description” will list both the district and precinct.



7. The Main Screen will appear with the “Manage Polls” tab section on the screen.

If the system clock or date displayed is incorrect, a Chief Judge only must:

- Press the “Manage System” tab
- Press the “System Setup” tab.
- Press the “Set Clock” button
- Enter the supervisor password (obtain from Black Case)
- Press the “OK - Perform Supervisor Function” button
- A new screen will be displayed with a calendar and clock
- Using the “-” and “+” buttons to correct the information
- When the information is correct tap the “Set Clock Time” button.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****OPENING**** Before opening polls, tap "Manage System" then "Updates and Lists." Print "Ballot" and "Voter Counts" reports and verify that all totals are 0. When authorized by Chief Judges, tap "Open the Polls." Tap the "Issue Ballots" tab to begin processing voters.
****CLOSING**** Tap "Step #1- Close the Polls." Print the end-of-day "Ballot Counts" and "Voter Counts" reports BEFORE tapping "Step #2- Archive & Close Down."

Statistics

Ballots | **Cards** | **Voters**

TS Voter Cards 0

Provisional Ballots 0

Consolidation Number 03EV01

Poll Status **CLOSED**

Poll Opening Time 7:00AM 11/8/11

Poll Closing Time 8:00PM

of Registered Voters 372388

=Bulk Update Date

Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/7/2011 2:12:23 PM

8. Verify that:
 - "Poll Status" on the right side is "Closed;"
 - "Poll Opening Time" is set to "7:00 AM;"
 - "Poll Closing Time" is set to "8:00 PM;" and
 - "# of Registered Voters" will NOT be zero. (This is the number of registered voters for the precinct.)
9. Tap the "Ballots," "Cards," and "Voters" tabs under "Statistics" to verify that all the numbers are set to zero. **Alert a Chief Judge immediately if any of these numbers are not zero.**

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****OPENING**** Before opening polls, tap "Manage System" then "Updates and Lists." Print "Ballot" and "Voter Counts" reports and verify that all totals are 0. When authorized by Chief Judges, tap "Open the Polls." Tap the "Issue Ballots" tab to begin processing voters.
****CLOSING**** Tap "Step #1- Close the Polls." Print the end-of-day "Ballot Counts" and "Voter Counts" reports BEFORE tapping "Step #2- Archive & Close Down."

Statistics

Ballots | **Cards** | **Voters**

TS Voter Cards 0

Provisional Ballots 0

Consolidation Number 03EV01

Poll Status **CLOSED**

Poll Opening Time 7:00AM 11/8/11

Poll Closing Time 8:00PM

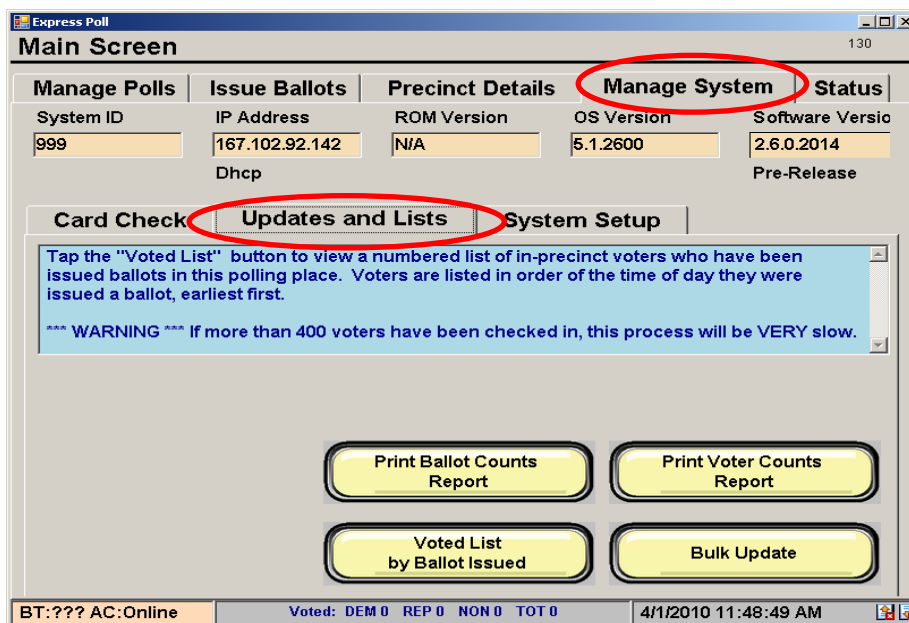
of Registered Voters 372388

=Bulk Update Date

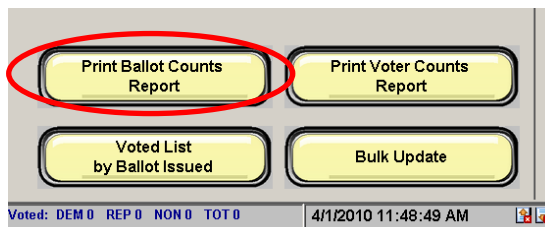
Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/7/2011 2:12:23 PM

10. Tap "Manage System" then "Updates and Lists".



11. Tap "Print Ballot Counts Report." The Ballot Counts Report will print. All ballot counts should be 0.



Primary Election

Consolidated Ballot Counts Report

Consolidation: # 20005001 EPB Number: 999
 Poll Description: 05-1 Mt Vernon Fire Dept
 Report Date: 04/01/2010 13:05:31

	TOT	DEM	REP	NON
TS Issued	0	0	0	0
TS Relss	- 0	- 0	- 0	- 0
TS Canc	- 0	- 0	- 0	- 0
Net TS	0	0	0	0
Prov Issued	0	0	0	0
Prov Relss	- 0	- 0	- 0	- 0
Prov Canc	- 0	- 0	- 0	- 0
Net Prov	0	0	0	0
Net Ballots	0	0	0	0

DEM Judge _____

REP Judge _____

General Election

Consolidated Ballot Counts Report

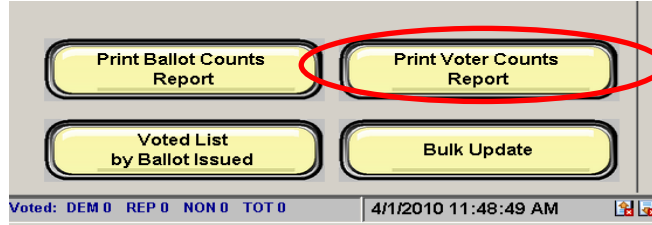
Consolidation: # 16013061 EPB Number: 051633
 Poll Description: James Hubert Blake High School
 Report Date: 07/18/2012 09:55:57

	TOT
TS Issued	0
TS Relss	- 0
TS Canc	- 0
Net TS	0
Prov Issued	0
Prov Relss	- 0
Prov Canc	- 0
Net Prov	0
Net Ballots	0

DEM Judge _____

REP Judge _____

12. Tap “Print Voter Counts Report.” The Voter Counts Report will print. All voter counts should be 0.



Primary Election

Consolidated Voter Counts Report

Consolidation: # 20005001 EPB Number: 999
 Poll Description: 05-1 Mt Vernon Fire Dept
 Report Date and Time:
 04/01/2010 16:06:18

Party	Total	Reg-TS	Prov-I	Prov-O
DEM	0	0	0	0
REP	0	0	0	0
NON	0	0	0	0
TOT	0	0	0	0

DEM Judge _____

REP Judge _____

General Election

Consolidated Voter Counts Report

Consolidation: # 16013061 EPB Number: 051633
 Poll Description: James Hubert Blake High School
 Report Date and Time:
 07/18/2012 09:58:01

Party	Total	Reg-TS	Provisional
DEM	0	0	0
REP	0	0	0
GRN	0	0	0
LIB	0	0	0
UNA	0	0	0
OTH	0	0	0
TOT	0	0	0

DEM Judge _____

REP Judge _____

13. Verify that all totals on the printed reports are zero.
14. Repeat steps 1 - 13 for each Electronic Pollbook. Sign reports. (Judges who are neither Democrats nor Republicans may sign either line.)
15. Attach all reports to the *Electronic Pollbook Integrity Report*.
16. Tap “Manage Polls” tab to return to the Main Screen.

Communications

Reconnect the network hub’s power cord. When the Pollbooks are networked they constantly update each other as a security measure. They provide visual feedback of this on most screens. **Two flashing arrows** at the bottom right corner indicate that communications are successful. A single arrow or other single symbol means that particular Pollbook is not communicating successfully. This must be remedied as soon as possible. Check the network cable to be sure it is plugged in securely to the back of the Pollbook and into the Hub. If other Pollbooks are also not communicating, check to see that the Hub is plugged into AC power and its ON light is lit.



Opening the Polls

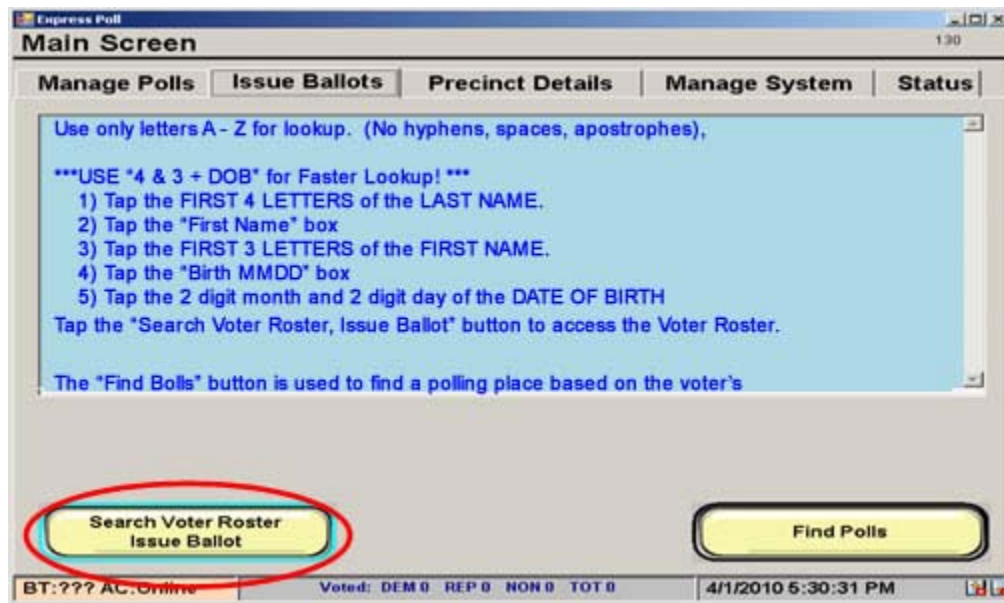
1. Upon authorization from the Chief Judges, tap the “Open the Polls” button at the bottom left. The “Poll Status” on the right side of the screen will change to green and display “Opened.”

The screenshot shows the 'Express Poll' application window titled 'Main Screen'. At the top, there are five tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs is a blue instruction box. The main area is divided into 'Statistics' on the left and a data section on the right. The 'Statistics' section has sub-tabs for 'Ballots', 'Cards', and 'Voters', with 'Ballots' selected. It shows 'TS Voter Cards' and 'Provisional Ballots' both at 0. The data section on the right includes 'Consolidation Number' (20005001), 'Poll Status' (OPENED, circled in red), 'Poll Opening Time' (7:00AM 9/3/10), 'Poll Closing Time' (8:00PM), and '# of Registered Voters' (544). At the bottom, there are three buttons: 'Open the Polls' (circled in red), 'Close the Polls', and 'Log Out'. The status bar at the very bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the time '4/1/2010 5:17:24 PM'.

2. Tap the “Issue Ballots” tab at the top of the screen.

This screenshot is identical to the previous one, but the 'Issue Ballots' tab at the top is now selected and circled in red. The 'Open the Polls' button at the bottom is no longer circled. The 'Poll Status' remains 'OPENED'.

3. Tap the “Search Voter Roster – Issue Ballot” button on the bottom left.

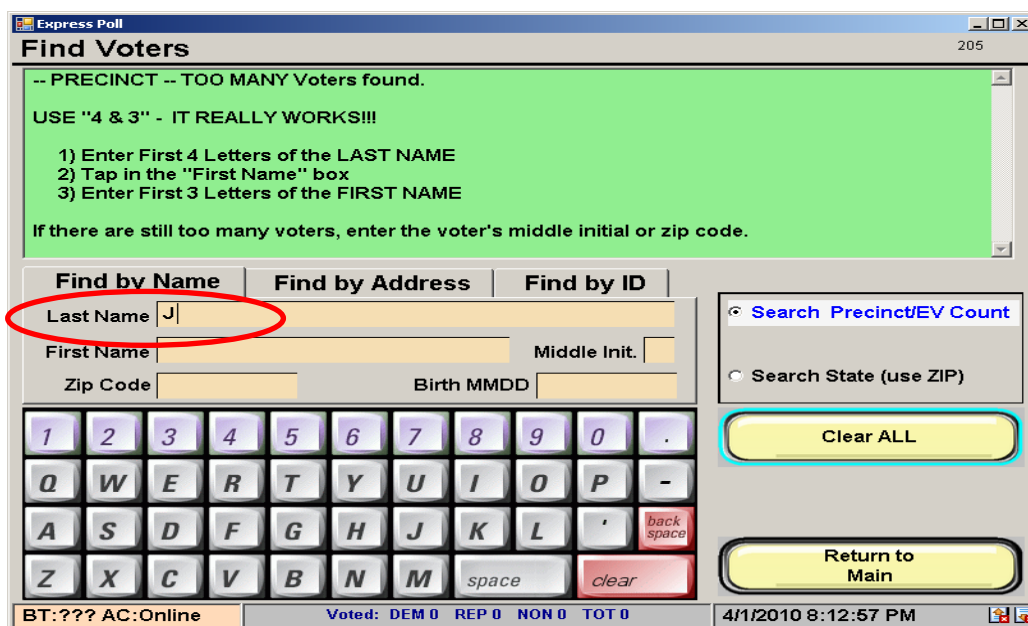


4. The “Find Voters” screen appears next. You are now ready to check in voters.

Checking in Voters

Finding Voters by Name using the 4 – 3 and Date of Birth Method

1. On the Find Voters screen, tap the keys to enter **the first 4 letters of the voter’s last name**. Note: Do not use apostrophes or hyphens. For example, O’Neal should be entered ONEA, El-Habib should be entered as ELHA, etc.



2. Tap the “First Name” field before entering **the first 3 letters of the voter’s first name**.

Express Poll Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Jones Norah S	28160 Mt Vernon Rd Springfield 21000	Somerset	04/26 /1948	Active	None	REP

1 voters found.

Find by Name **Find by Address** **Find by ID**

Last Name JONE

First Name **NOR** Middle Init.

Zip Code Birth MMDD

Search Precinct/EV Count

Search State (use ZIP)

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 4/1/2010 8:30:02 PM

3. Tap the “Birth MMDD” field and enter **the 2 digit month and 2 digit day** DATE OF BIRTH.
Note: This can only be done after at least one letter has been entered for the voter’s last and first name fields.

Express Poll Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Jones Norah S	28160 Mt Vernon Rd Springfield 21000	Somerset	04/26 /1948	Active	None	REP

1 voters found.

Find by Name **Find by Address** **Find by ID**

Last Name JONE

First Name NOR Middle Init.

Zip Code Birth MMDD **04/26/**

Search Precinct/EV Count

Search State (use ZIP)

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 4/1/2010 8:30:02 PM

- Once you have located the voter's name, tap anywhere in that voter's row on the screen to open the Voter Record screen. Verify the voter's information according to check-in procedure. (See **Chapter 4 – Check-In Area Responsibilities** and the **Check-In Job Guide**.)

Express Poll 260

Voter Record

Degas, Edgar A. 28220 Merlin Ct
Springfield 21000

Voter Details | **Identification** | **Voter History** | **Precinct Details**

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address.

If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.

Precinct 005-001.Cong=01/Lt DOB 12/29/1967 Status Active

MDVOTER Party REPUBLICAN

DEGAS, EDGAR A. ID Require None

Comments

CONG=01 LEGIS=38A SCHOOL=200

Issue TS Ballot Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 4/1/2010 11:31:47 PM

Find a Voter in the State (Roster)

- If a voter's name cannot be found and the correct spelling and birth date has been verified, tap the "Search State" button to widen the search.

Express Poll 205

Find Voters

*** Voter NOT FOUND in Precinct ***

Search the state for this voter:

- 1) Make sure that the "4 & 3" letters are entered correctly (first 4 letters of last name, first 3 letters of first name)
- 2) Enter Middle Initial (enter space if voter has no middle name)
- 3) Enter voter's zip code
- 4) Tap the "Search State" button.

If voter is still NOT FOUND, try "Find by Address"

Find by Name | **Find by Address** | **Find by ID**

Last Name ROSS First Name ISA Middle Init.

Zip Code Birth MMDD

Search Precinct/EV Count Search State (add mi+zip)

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 3 REP 1 NON 0 TOT 4 4/7/2010 8:37:19 AM

- If there are too many voters found in the State, you may need to enter more letters of the last and first name or add middle initial to narrow the search.

2. Once the voter has been located tap anywhere in that voter's row to open the Voter Record screen **before** proceeding to verify the voter's information according to procedure (Refer to **Chapter 4 – Check-In Area Responsibilities** and the **Check-In Job Guide**).
3. Tap the “Precinct Details” tab at the top to find the voter's correct precinct information.

4. Offer the voter the option of going to their correct precinct to vote electronically or to stay and vote provisionally. If the voter chooses to stay and vote a Provisional Ballot, follow the instructions on how to issue a Provisional Ballot in the **“Issuing a Provisional Ballot”** section of this chapter (page 5.20).

Find a Voter by Street Address

1. If a voter cannot be located even after checking for various spellings of their name, tap on the "Find by Address" button on the right and enter the person's street address. The "Search State" function is activated by a "Find by Address" search.

Express Poll Find Voters 205

*** Voter NOT FOUND in Precinct ***.
 Search the state for this voter:
 1) Make sure that the "4 & 3" letters are entered correctly (first 4 letters of last name, first 3 letters of first name)
 2) Enter Middle Initial (enter space if voter has no middle name)
 3) Enter voter's zip code
 4) Tap the "Search State" button.
 If voter is still NOT FOUND, try "Find by Address"

Find by Name **Find by Address** Find by ID

Last Name MACGAHEE
 First Name WILLIS Middle Init.
 Zip Code Birth MMDD

Search Precinct/EV Count
 Search State (add mi+zip)

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 3 REP 1 NON 0 TOT 4 4/7/2010 8:27:14 AM

2. If voter's street name includes a directional, type "N" for "North," "S" for "South," etc., with no period.

Express Poll Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Ali Charles F	28662 W Ridge Rd Springfield 21000	Somerset	08/27 /1933	Active	None	DEM
Cooley Chris F	28662 W Ridge Rd Springfield 21000	Somerset	04/07 /1955	Active	None	DEM
Davis Fred F	28662 W Ridge Rd Springfield 21000	Somerset	08/14 /1944	Active	None	REP
McGahee Willis F III	28662 W Ridge Rd Springfield 21000	Somerset	11/03 /1952	Active	None	DEM

4 voters found.

Find by Name **Find by Address** Find by ID

Street W RIDGE
 House # 28662
 Zip Code

Search Precinct/EV Count
 Search State (use ZIP)

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 2 REP 1 NON 0 TOT 3 4/6/2010 11:25:57 AM

3. Tap on the voter's name and follow steps 1 through 8 in the "Issuing the Voter a Voter Access Card" section in this chapter to issue the voter a ballot.

Name	Address	County	DOB	Status	Issued	Party
Ali Charles F	28662 W Ridge Rd Springfield 21000	Somerset	08/27 /1933	Active	None	DEM
Cooley Chris F	28662 W Ridge Rd Springfield 21000	Somerset	04/07 /1955	Active	None	DEM
Davis Fred E	28662 W Ridge Rd Springfield 21000	Somerset	08/14 /1944	Active	None	REP
McGahee Willis F III	28662 W Ridge Rd Springfield 21000	Somerset	11/03 /1952	Active	None	DEM

4 voters found.

Find by Name Find by Address Find by ID

Street W RIDGE

House # 28662

Zip Code

Search Precinct/EV Count

Search State (use ZIP)

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 2 REP 1 NON 0 TOT 3 4/6/2010 11:25:57 AM

Voter's Status, Issued and ID Required Boxes on Voter Record Screen

1. Once a voter's name is found, it is important to verify the information on the "Voter Details" tab.

Express Poll Voter Record 260

Degas Edgar A 28220 Merlin Ct
Springfield 21000

Voter Details Identification Voter History Precinct Details

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address.

If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.

Precinct 005-001.Cong=01/L Party REPUBLICAN

DOB 12/29/1967

MDVOTER

DEGAS, EDGAR A

Status Active

Issued None

ID Require

Comments

CONG=01 LEGIS=38A SCHOOL=200

Issue TS Ballot Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 4/1/2010 11:31:47 PM

- In the “Status” box a voter may be “Active,” “Active-ID Required,” “Inactive,” “Inactive-ID Required,” “Pend1,” or “Pend2.”
- In the “Issued” box “None,” “Card Issued,” “ABS Issued,” “Voted Early” or “PROV” is displayed.
- In the “ID Required” box, “Show ID” is displayed if a voter is required to show ID. For a voter whose status is “Active-ID Required” or “Inactive-ID Required” the Check-In Judge will verify the ID. The Provisional Judge will verify the voter’s ID when the voter’s status is “Pend1”.

Please check for messages in all three boxes. Follow Check-In procedures in Chapter 4 – Check-In Area Responsibilities.

For example, an Inactive Voter will need to sign the *Affirmation of Residency*, but an Inactive Voter who is also marked as “Show ID,” must sign the *Affirmation of Residency* AND show an acceptable form of identification.

The *Affirmation of Residency* for an Inactive Voter prints on the *Voter Authority Card* (VAC).

2. The Electronic Pollbook is set up so that a Voting Operations Judge can follow procedures to issue voters either a Voter Access Card or a Provisional Ballot. Additional instructions are provided in the top section of the Voter Records screen’s “Voter Details” tab.

The screenshot shows the "Express Poll" application window with the "Voter Record" tab selected. The voter's name is "Loaf Meat S" and their address is "27299 Mt Vernon Rd Springfield 21000". The "Voter Details" tab is active, displaying a message: "This voter is 'Inactive.' If the voter's address is correct, issue a TS ballot. If the voter indicates a change of address, ask the voter to complete a Voter Update Form. Issue a TS ballot if the voter completes and signs the Voter Update Form. Issue a provisional ballot for any other situation." The voter's precinct is "005-001.Cong=01/L", DOB is "8/18/1983", and status is "Inactive". The MDVOTERS registered name is "LOAF, MEAT S", and the party is "DEMOCRAT". The "Issued" field shows "None". The "ID Require" field is empty. The "Comments" field contains "CONG=01 LEGIS=38A SCHOOL=200". At the bottom, there are three buttons: "Issue TS Ballot", "Issue Provisional Ballot", and "Go Back". The status bar at the bottom shows "BT:??? AC:Online", "Voted: DEM 0 REP 1 NON 0 TOT 1", and the date/time "4/2/2010 4:03:19 PM".

Using the Electronic Pollbook

- The Electronic Pollbook does not allow a Voting Operations Judge to issue a Voter Access Card to a voter who can ONLY vote by Provisional Ballot (“Pend1,” “Pend2,” “ABS Issued,” “Voted Early”).

The screenshot displays the Express Poll software interface. On the left, a 'Find Voters' window shows a list of voters. The second voter, Garciaparra Nomar B, is highlighted with a red circle. His status is 'Pend2' and his issued status is 'None'. Below this list is a search section with fields for Last Name, First Name, and Zip Code, and a numeric keypad. On the right, a 'Voter Record' window shows the details for Garciaparra Nomar B. A green message box states: 'This voter can only vote a Provisional Ballot. This voter must provide a Driver's License # or Social Security # on the Provisional Ballot Application. Enter "7" on the "Enter Provisional Reason" screen.' The voter's details include Precinct 005-001.Cong-01/Lt, DOB 06/12/1938, Status Pend2, MDVOTER, Party DEMOCRAT, and ID Require Need DL#-SSN#. At the bottom, there are buttons for 'Issue Paper Provisional Ballot' and 'Go Back'. The status bar at the bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 1 NON 0 TOT 1', and the time '4/2/2010 4:52:45 PM'.

Name	Address	County	DOB	Status	Issued	Party
Garcia Jerry S	26522 Harbor Rd Springfield 21000	Somerset	09/21 /1954	Active	None	NON
Garciaparra Nomar B	28850 Polks Rd Springfield 21000	Somerset	06/12 /1938	Pend2	None	DEM
Gardner Ava M	25893 Mt Vernon Rd Springfield 21000	Somerset	11/08 /1958	Active	None	DEM
Garland Judy S	27820 Mt Vernon Rd Springfield 21000	Somerset	11/08 /1958	Active	None	DEM

Find Voters

Find by Name **Find by Address**

Last Name: GAR
First Name:
Zip Code:
Birth:

Voter Record

Garciaparra Nomar B
28850 Polks Rd
Springfield 21000

Voter Details **Identification** **Voter History** **Precinct Details**

This voter can only vote a Provisional Ballot. This voter must provide a Driver's License # or Social Security # on the Provisional Ballot Application. Enter "7" on the "Enter Provisional Reason" screen.

Precinct 005-001.Cong-01/Lt DOB 06/12/1938 Status Pend2

MDVOTER Party DEMOCRAT

GARCIAPARRA, NOMAR B ID Require Need DL#-SSN# Issued None

Comments

CONG=01 LEGIS=38A SCHOOL=200

Issue Paper Provisional Ballot **Go Back**

BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 4/2/2010 4:52:45 PM

- The “Issued” box on the Voter Record screen and the “Issued” column of their row on the Find Voters screen are updated **immediately** after a voter is issued either a Voter Access Card (“TS Issued”) or a *Voter Authority Card* for a Provisional Ballot (“PROV”).

Name	Address	County	DOB	Status	Issued	Party
Zambrano Carlos B	28317 Mt Vernon Rd Springfield 21000	Somerset	02/14 /1945	Active	TS Issued	DEM
Zappa Frank S	13085 Mc Intyre Rd Springfield 21000	Somerset	01/01 /1961	Active	None	DEM
Zbikowski Tom F	26429 California Inn Rd Springfield 21000	Somerset	03/01 /1963	Active	None	NON
Zeppelin Led S	13358 Bobtown Rd Springfield 21000	Somerset	06/10 /1987	Active	None	DEM

7 voters found.

Find by Name | Find by Address | Find by ID

Last Name | First Name | Middle Init.

Zip Code | Birth MMDD

Search Precinct/EV Count ☐ | Search State (use ZIP) ☐

Clear ALL

Return to Main

BT:??? AC:Online | Voted: DEM 1 REP 1 NON 0 TOT 2 | 4/5/2010 10:36:36 AM

Issuing the Voter a Voter Access Card

- Follow the instructions in *Chapter 4 – Check-In Area Responsibilities* and the *Check-In Job Guide* for the proper procedures to verify a voter’s information to ensure the voter meets the criteria to be issued a Voter Access Card to vote on a Voting Unit:
- If the voter meets the criteria, tap the “Issue TS Ballot” button.

Voter Record

Degas Edgar A | 28220 Merlin Ct
Springfield 21000

Voter Details | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address.
If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.

Precinct 005-001.Cong=01/Lt | DOB 12/29/1967 | Status Active

MDVOTER | Party REPUBLICAN | Issued None

DEGAS, EDGAR A | ID Require

Comments
CONG=01 LEGIS=38A SCHOOL=200

Issue TS Ballot | Issue Provisional Ballot | Go Back

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 4/1/2010 11:31:47 PM

3. Ask the voter if they require assistance. If the answer is “yes” and they require an Audio Ballot, tap the “Audio Ballot (VIBS)” box on the Select Ballot screen.

Express Poll
Select Ballot 310

Regular Ballot - Check Audio Ballot (ONLY if needed); then tap "Create Card".
Provisional - Scroll down to select voter's Precinct. Select Party. Then tap "Issue Paper".

Voter Name Degas, Edgar A Precinct 005-001
Ballot Party REPUBLICAN
Ballot Style 10

☐ Audio Ballot (VIBS)

Create Voter Access Card for Touch-Screen Cancel No Ballot Issued

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 4/2/2010 11:23:11 AM

4. Tap the “Create Voter Access Card for Touch-Screen” button at the bottom of the screen. The *Voter Authority Card* (VAC) will begin printing.

IMPORTANT

If warning screen appears saying that the printer is offline check to ensure the printer is turned on and properly connected to the Electronic Pollbook and a power source. Call the Chief Judge immediately if the problem is not resolved.

5. **Follow the instructions on the screen** to insert a Voter Access Card into the slot on the Electronic Pollbook. Insert the Voter Access Card with the gold chip going into the slot first.

Express Poll
Issue Voter Card 320

Insert the card face up in the card slot. The card slides about half way in. Once inserted please wait for additional instructions.

Voter Name Degas, Edgar A Precinct 005-001
Ballot Party REPUBLICAN
Ballot Style 10

INSERT CARD INTO SLOT.

Voter Access Card

Cancel Ballot NOT Issued

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 4/2/2010 12:34:24 PM

6. **Do not remove the Voter Access Card. Follow the instructions on the *Check-In Job Guide*.**
7. This voter's record will now be marked as "TS Issued" in the "Issued" column on the Find Voters screen. The count at the bottom of the Pollbook screen will increase by one.

Express Poll Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
DeCoronado	26413 California Inn Rd	Somerset	08/03	Active	None	DEM
Francisco Vasquez	Springfield 21000	Somerset	11/32	Active	None	DEM
Degas Edgar A	28220 Merlin Ct Springfield 21000	Somerset	12/29 1/1967	Active	TS Issued	REP
DeGeneres Ellen M	13400 Renshaw Rd Springfield 21000	Somerset	09/28 1/1948	Active	None	REP
Delgado Carlos B	29618 Polks Rd Springfield 21000	Somerset	04/17 1/1949	Active	None	DEM

12 voters found.

Find by Name **Find by Address** **Find by ID**

Last Name First Name Middle Init.

Zip Code Birth MMDD

☒ Search Precinct/EV Count
☐ Search State (use ZIP)

BT:??? AC:Online **Voted: DEM 0 REP 1 NON 0 TOT 1** 4/2/2010 1:00:46 PM

8. To complete processing of the voter follow procedures in **Chapter 4 – Check-In Area Responsibilities** and the **Check-In Job Guide**.

Issuing a Provisional Ballot

As noted earlier in this chapter, in some situations the Electronic Pollbook automatically prevents a voter from being issued a TS ballot and allows only a provisional ballot to be issued. Examples include voters with a “pending” status and voters not in their registered precincts.

There are also situations where the Electronic Pollbook will allow a voter to be issued a TS ballot, but the voter should be issued a provisional ballot instead. Examples include voters who have moved more than 21 days before the election but not reported the new address; “Active (or Inactive) show ID” voters without acceptable identification; voters who are challenged by a poll watcher without acceptable identification; extended hours voters, and primary voters claiming a different party affiliation than what is shown in the Electronic Pollbook.

If a voter **can't** be found in the Electronic Pollbook, the voter must vote by provisional ballot, and a *Voter Authority Card* cannot be printed from the Pollbook.

Once it has been determined that a voter found in the Pollbook should be issued a provisional ballot:

1. Tap on the voter's name on the Find Voters screen.
2. Verify the voter's information on the Voter Record screen.
3. Tap “Issue Provisional Ballot” button.

The screenshot displays the 'Express Poll' interface for a 'Voter Record'. The voter's name, 'DaVinci Leonardo A', and address, '13470 Harrison Landing Rd Springfield 21000', are circled in red. Below the tabs, a blue message box states: 'This voter is not eligible to vote a regular ballot at this location. Tap "Precinct Details" tab at the top of this page to find the voter's correct polling place. Or, tap the "Provisional Ballot" button to issue this voter a provisional ballot.' The voter's details include Precinct '005-001.Cong=01/L...', DOB '11/9/1941' (circled in red), Status 'Active', MDVOTER 'DAVINCI, LEONARDO A', Party 'UNA/OTH', and Issued 'None'. The 'Comments' section notes: 'Wrong Polling Place - Please see instructions above. Registered Party: UNAFFILIATED. CONG=01 LEGIS=38A SCHOOL=200'. At the bottom, the 'Issue Provisional Ballot' button is circled in red, next to a 'Go Back' button. The status bar at the very bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the time '4/7/2010 4:42:28 PM'.

4. Tap on the white bar, next to “Select Ballot Reason”, and tap the number/description for the reason why the voter must be issued a Provisional Ballot.

Select Ballot 310

Regular Ballot - Check Audio Ballot (ONLY if needed); then tap "Create Voter Access Card for Touch-Screen".
Provisional - Select voter's Precinct. Select Party. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT	Select PARTY
005-001-1	UNA/OTH

Click dropdown to select reason

- 1 - Not listed on the precinct register
- 2 - Listed but indicated a change of address
- 3 - Listed but claims a different party affiliation (primary election only)
- 4 - Listed as 'ABS Issued,' 'TS Issued,' 'PROV,' or 'Voted Early'
- 5 - Listed as 'Show ID' and unable to provide sufficient ID
- 6 - Listed as 'Pend 1' ('Show ID' on Voter Details screen)
- 7 - Listed as 'Pend 2' ('Need DL# / SN#' on /Voter Details screen)
- 8 - Challenged by a poll watcher and could not provide acceptable form of ID
- 9 - Other (please tell Provisional/Chief Judge the reason)
- 10 - Voted during extended hours

Voter Name Delgado, C

Select Ballot Reason 2 - Listed but indicated a change of address

Issue Provisional Ballot **Cancel No Ballot Issued**

BT:??? AC:Online Voted: DEM 1 REP 2 NON 0 TOT 3 12/14/2011 12:54:56 PM

It is very important to enter the correct reason code. The Provisional Ballot Judge needs to check this same number on the voter's Provisional Ballot application. You can enter only one reason code, even if a voter has more than one reason to vote provisionally. Hand write additional code numbers on the voter's printed *Voter Authority Card*.

The "Issue Provisional Ballot" button becomes available after a provisional ballot reason code is selected.

5. Tap the "Issue Provisional Ballot" button at the bottom of the screen. The *Voter Authority Card* (VAC) will begin printing.

Using the Electronic Pollbook

The “Issued” column for this voter will read “PROV.”

Express Poll 205

Find Voters

Name	Address	County	DOB	Status	Issued	Party
DaVinci Leonardo A	13470 Harrison Landing Rd	Somerset	11/09 /1941	Active	PROV	NON

1 voters found.

Find by Name **Find by Address** **Find by ID**

Last Name First Name Middle Init.
Zip Code Birth MMDD

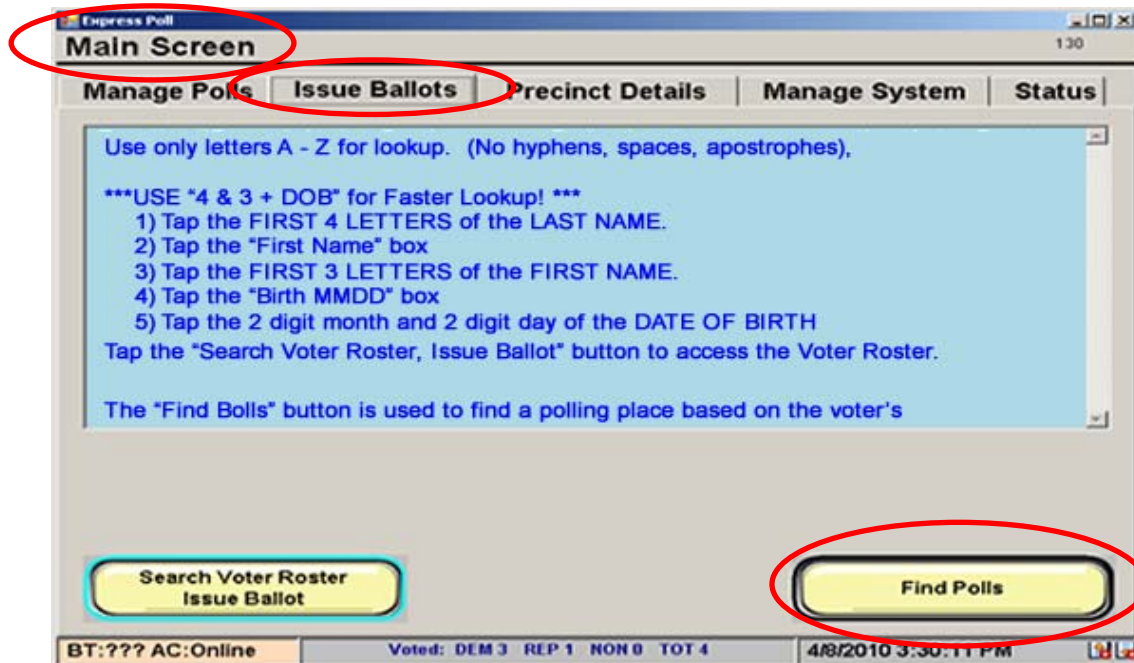
☒ Search Precinct/EV Count
☐ Search State (add mi+zip)

BT:??? AC:Online Voted: DEM 3 REP 1 NON 0 TOT 4 4/8/2010 11:53:09 AM

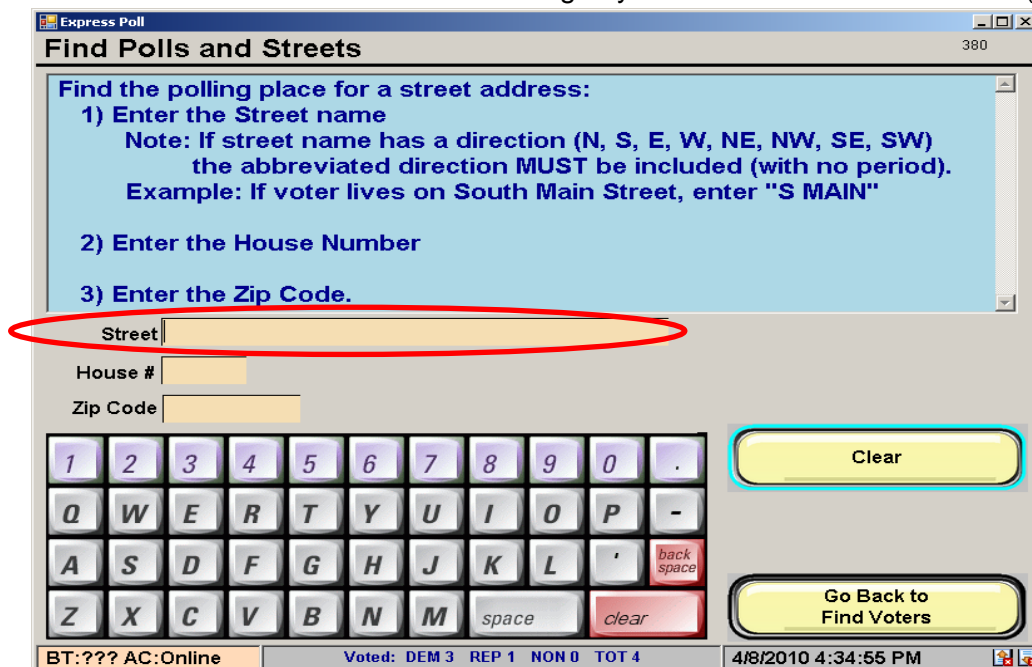
Locating a Voter's Correct Precinct

The Electronic Pollbook will find a voter's assigned polling place based on the voter's address. If a voter has moved or is not listed in the Electronic Pollbook, the polling place can be found based on the voter's current street address. Use this procedure to look up the correct polling place for a voter.

1. Go back to the Main Screen and tap on the "Issue Ballots" tab at the top, then tap on the "Find Polls" button in the bottom right.



2. Enter the voter's current street name including any directional in the street name (N, S, E, or W).



Using the Electronic Pollbook

3. All address ranges that match the search criteria will be displayed in the grid. Enter house number and zip code to narrow the search.

Express Poll Find Polls and Streets

Street	House No.	Apt No.	Side	Precinct
N Main St	1 to		B	012-001.Cong=06/Leg is=04B
Union Bridge 21791	133			
N Main St	1 to		B	005-004.Cong=01/Leg is=34B
North East 21901	309			
N Main St	1 to		B	003-003.Cong=01/Leg is=38B
Berlin 21811	326			
N Main St	1 to		B	003-010.Cong=01/Leg is=35B
Bel Air 21014	399			
N Main St	1 to		B	003-010.Cong=01/Leg is=35B
Smithsburg 21780	59			

Street: **N MAIN**
House #:
Zip Code:
BT:??? AC:Online Voted: DEM 3

Express Poll Find Polls and Streets

Street	House No.	Apt No.	Side	Precinct
N Main St	1 to		B	003-010.Cong=01/Leg is=35B
Bel Air 21014	399			

Street: **N MAIN**
House #: **200**
Zip Code: **21014**
1 Streets Found
BT:??? AC:Online Voted: DEM 3 REP 1 NON 0 TOT 4 4/8/2010 10:41:24 PM

4. Tap anywhere in that row to see the name and address of the polling place.

Express Poll

Consolidation Number: 13003010
Consolidation Description: Dist/Prec: 003-010
Poll Name and Address: Bel Air Elementary School Gym, 30 E. Lee Street, Bel Air 21014, CON=01 LEGIS=35B, Ballot Styles:DEM-12/REP-11
Print Information
Street: N Main St, 1 to 399
Go Back
BT:??? AC:Online Voted: DEM 3 REP 1 NON 0 TOT 4 4/9/2010 7:53:07 AM

Sample Polling Place Map

YOUR POLLING PLACE IS:
Dist/Prec: 003-010
Bel Air Elementary School Gym
30 E. Lee Street
Bel Air 21014
CON=01 LEGIS=35B
Ballot Styles:DEM-12/REP-11

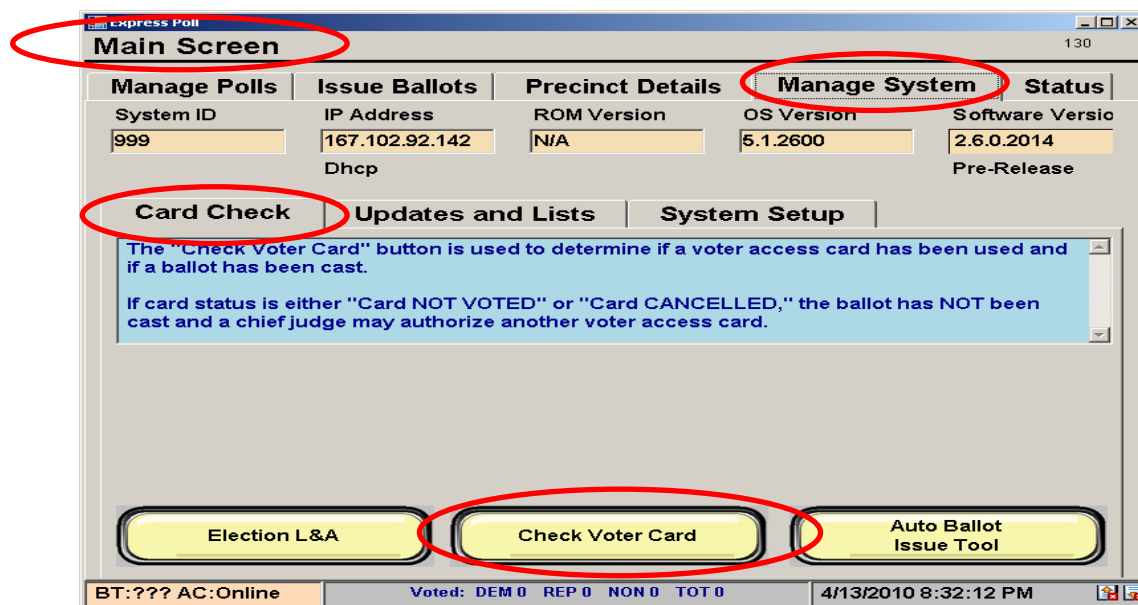
5. Tap on the print information button to print out the information to give to the voter
6. If the voter chooses to stay and vote a Provisional Ballot, follow the instructions on issuing a Provisional Ballot on the *Check-In Job Guide*.

Checking Voter Access Card Status

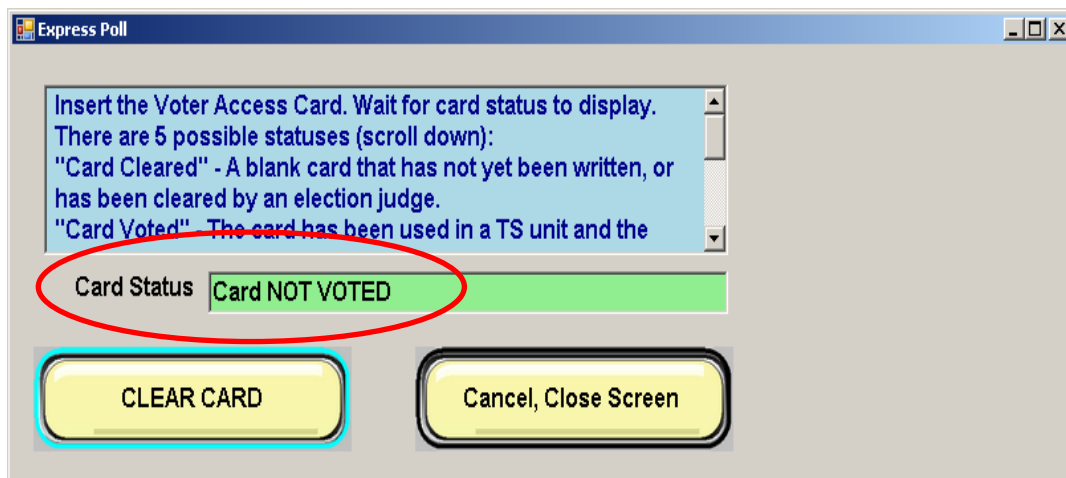
Use this procedure only if a Voting Unit is not available to check the Voter Access Card.

The Electronic Pollbook can be used to check the status of a Voter Access Card to help determine if a ballot was cast.

1. Return to the Main Screen.
2. Tap the "Manage System" tab.
3. Tap the "Card Check" tab.
4. Tap the "Check Voter Card" button



5. Insert the card into the slot and wait for the status to display



6. If card status is “Card NOT VOTED” or “Card CANCELED,” the ballot was NOT cast and a Chief Judge can authorize another Voter Access Card.
7. If card status is “Card VOTED,” the ballot was cast and the voter may NOT be re-issued another Voter Access Card. The voter may be issued a provisional ballot only. Use reason code 9.

Card Status	Explanation
Card CLEARED	A blank card that has not yet been issued to any voter or has been cleared by an election judge.
Card NOT VOTED	Card is written and is ready to activate a TS ballot, but has not yet been inserted in a TS unit.
Card VOTED	The card has been used in a TS unit and the ballot was cast.
Card CANCELED	Card was inserted in TS and timed out before ballot was cast, or TS ballot was canceled by election judge.
NOT a Voter Card	Card is not recognized as a valid Voter Access Card.
CARD Permanently Disabled	Pollbook can not read card.

Reissuing a Voter Access Card (Chief Judge Only)

A Chief Judge **CAN** allow the issuance of another Voter Access Card only if the Chief Judge can verify that the voter's first ballot was canceled before the voter was able to cast it.

A Chief Judge **CANNOT** authorize that a voter be issued a Voter Access Card if the voter is listed as "ABS Issued" or "Voted Early" in the precinct register. "ABS Issued" and "Voted Early" voters **must** vote by Provisional Ballot.

REASONS FOR REISSUING A BALLOT

1. The voter received wrong audio code (i.e. Voter Access Card was coded/not coded for audio ballot).
2. Voting Unit time-out (two minutes of screen inactivity).

PROCEDURE

1. Retrieve the *Voter Authority Card* and the Voter Access Card.
2. Verify that the voter has not cast the previously issued ballot before proceeding. Refer to the "Checking Card Status" section of this chapter.
3. Find the voter in the Pollbook. The voter's Issued column will be marked as "TS Issued" for an electronic voter or "PROV" for a provisional voter. Tap on the voter's name.

Express Poll 205

Find Voters

Name	Address	County	DOB	Status	Issued	Party
Keaton Buster M	29693 Polks Rd Springfield 21000	Somerset	05/28 /1967	Active	TS Issued	DEM
Kelly Grace M Jr	29549 Polks Rd Springfield 21000	Somerset	09/06 /1951	Active	None	DEM
Kelly Malcolm F	13304 Pine Beach Rd Springfield 21000	Somerset	02/08 /1956	Active	None	DEM
Kemoeatu Maake F	13368 Pruitt Ln Springfield 21000	Somerset	02/24 /1950	Active	None	DEM

6 voters found.

Find by Name **Find by Address** **Find by ID**

Last Name First Name Middle Init.

Zip Code Birth MMDD

☒ Search Precinct/EV Count
☐ Search State (add mi+zip)

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 4 REP 2 NON 0 TOT 6 4/11/2010 11:17:11 AM

4. On the Voter Record screen ("Voter Details" tab), confirm that this is the voter whose status must be changed, then tap on the "Re-issue TS Ballot" button at the bottom.

Express Poll 260

Voter Record

Keaton, Buster M 29693 Polks Rd
Springfield 21000

Voter Details | **Identification** | **Voter History** | **Precinct Details**

This voter has already been issued a voter access card.
1) If this is the correct voter and the ballot was NOT cast, the Chief Judge may "Re-Issue" another card.
2) If the voter was mis-identified and the ballot was NOT cast, the Chief Judge may "Remove Ballot Issued" under the "Identification" Tab.
NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.

Precinct 005-001.Cong=01/Lt DOB 5/28/1967 Status Active

MDVOTER Party DEMOCRAT

KEATON, BUSTER M ID Require Issued TS Issued

Comments
CONG=01 LEGIS=38A SCHOOL=200

Re-issue TS Ballot **Issue Provisional Ballot** **Go Back**

BT:??? AC:Online Voted: DEM 4 REP 2 NON 0 TOT 6 4/11/2010 11:22:52 AM

5. Enter the Supervisor password and tap on the "OK – Perform Supervisor Function" button.

**Enter your supervisor password using the keypad.
Then tap the OK button to proceed.**

Password *****

1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

OK - Perform Supervisor Function **Go Back**

6. Tap on the white bar beside "Select Ballot Reason". Choose the reason the Voter Access Card is being reissued:
- 11 – TS Disabled Card (e.g. voter timed out at Voting Unit)
 - 12 – Audio Ballot Incorrectly Issued
 - 13 – Voter Requested Audio Ballot

Select Ballot 310

Check Audio Ballot (ONLY if needed); then tap "Create Voter Access Card for Touch-Screen".

Voter Name **Degas, Edgar A** Precinct **005-001-1**

Ballot Style **13**

☐ **Audio Ballot (VIBS)**

Select Ballot Reason

- 11 - TS Disabled Card
- 12 - Audio Ballot Incorrectly Issued
- 13 - Voter Requested Audio Ballot

Create Voter Access Card for Touch-Screen

7. Tap the "Create Voter Access Card for Touch-Screen" button. Follow the regular procedures for creating a Voter Access Card. The word "re-issued" will print near the top of the *Voter Authority Card*.

VOTER AUTHORITY CARD
2012 PRESIDENTIAL GENERAL
RE-ISSUE

COBB, ARTEMISSIA
14500 Gilpin Rd. Silver Spring 20906
DOB: 8/6/1963
ID#: 2724747 Party: Republican
DIST/PREC: 013-061-1, CONG=08; LEGIS=19; COUNCIL=004; SCHOOL=005
EPB Number: 051633
Ballot Style: 1 Issued: 07/18/2012 10:19:04
Reason: 11

IMPORTANT
If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

Voter Signature

Check-in Judge Initials: _____

Voting Unit Judge Initials: _____ Voting Unit # _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

8. Record the information from the re-issued *Voter Authority Card* on the *Chief Judge Problem VAC Log*.
9. Place the reissued *Voter Authority Card* in the Chief Judge Problem VAC Envelope located in the Red Document Folder.

Canceling a Ballot (Chief Judge Only)

If a Voting Operations Judge has issued a Voter Access Card or Provisional Ballot to the wrong voter, the Chief Judges can change the status of the voter **only** if the error is caught **before** the ballot is cast and **cannot** be changed after a ballot is cast.

A voter who is marked as “ABS Issued” CANNOT have their status changed even if the voter claims they did not receive or did not return the absentee ballot. A voter who is marked as “Voted Early” CANNOT have their status changed even if the voter claims they did not vote early. These voters can only cast Provisional Ballots.

1. Tap on the voter whose status must be changed.

Express Poll Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Cabral Pedro Alvares	26801 Mt Vernon Rd Springfield 21000	Somerset	11/07 /1927	Active	TS Issued	DEM
Cabral Pedro Alvares Jr	28101 Mt Vernon Rd Springfield 21000	Somerset	10/23 /1953	Active	None	DEM

2 voters found.

Find by Name | **Find by Address** | **Find by ID**

Last Name: CABR | First Name: PE | Middle Init.: | Zip Code: | Birth MMDD: |

☒ Search Precinct/EV Count
☐ Search State (add mi+zip)

Clear ALL

Return to Main

BT:??? AC:Online | Voted: DEM 5 REP 3 NON 0 TOT 8 | 4/12/2010 9:02:49 AM

- On the Voter Record screen, confirm that this is the voter whose status must be changed. Then tap on the "Identification" tab at the top.

Express Poll 260

Voter Record

Cabral
Pedro Alvares

26801 Mt Vernon Rd
Springfield 21000

Voter Details **Identification** **Voter History** **Precinct Details**

This voter has already been issued a voter access card.
1) If this is the correct voter and the ballot was NOT cast, a Chief Judge may "Re-Issue" another card.
2) If the voter was mis-identified and the ballot was NOT cast, a Chief Judge may "Remove Ballot Issued" under the "Identification" Tab.
NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.

Precinct: 005-001.Cong=01/L... DOB: 11/7/1927 Status: Active

MDVOTER: CABRAL, PEDRO ALVARES Party: DEMOCRAT

ID Require: Issued: **TS Issued**

Comments: CONG=01 LEGIS=38A SCHOOL=200

Re-issue TS Ballot **Issue Provisional Ballot** **Go Back**

BT:??? AC:Online Voted: DEM 5 REP 3 NON 0 TOT 8 4/12/2010 9:15:00 AM

- Tap on the "Remove Ballot Issued" button.

Express Poll 260

Voter Record

Cabral
Pedro Alvares

26801 Mt Vernon Rd
Springfield 21000

Voter Details **Identification** **Voter History** **Precinct Details**

Tap the "Reprint VAC" button to reprint a VAC.
***NOTE: IF a voter access card has been issued to the wrong voter, AND the error is caught BEFORE the ballot is cast, the Chief Judge will use the "Remove Ballot Issued" button.

Voter ID: 6807283

Show ID: County: Somerset

Reprint VAC **Remove Ballot Issued** **Go Back**

BT:??? AC:Online Voted: DEM 5 REP 3 NON 0 TOT 8 4/12/2010 9:27:55 AM

4. Enter the Supervisor password then tap OK to continue this process.

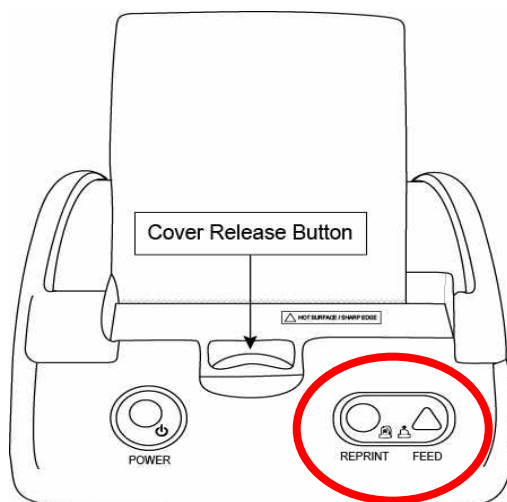
5. Tap on the “Remove Ballot Issued” box in the middle of the screen to select it. Then tap the “Save Changes” button.

6. Confirm that the voter's status has been changed on the Find Voters screen.
7. Tap the “Go Back” button to confirm that the voter's status has been changed on the Find Voters screen.
8. Write “canceled” on the *Voter Authority Card*.
9. Record the information from the canceled *Voter Authority Card* on the *Chief Judge Problem VAC Log* and describe why the card was canceled.
10. Place the canceled *Voter Authority Card* in the Problem VAC Envelope located in the Red Document Folder.

Printing Another Copy of a Voter Authority Card

If the printer paper tears or jams as a *Voter Authority Card* is being printed:

1. Press the “Feed” button on the printer and carefully remove the torn or jammed paper;
2. Press the “Reprint” button to print another copy of the voter's *Voter Authority Card*.



Use the following procedure for a voter checked in at different pollbook, or not the most recent voter checked in.

1. From the Voter Record screen, tap on the “Identification” tab at the top;

A screenshot of a software interface titled 'Express Poll' and 'Voter Record'. The interface has a header bar with the title and a window control icon. Below the header, there are two input fields: 'Keaton Buster M' and '29693 Polks Rd Springfield 21000'. A tabbed interface is shown with four tabs: 'Voter Details', 'Identification' (which is circled in red), 'Voter History', and 'Precinct Details'. The 'Identification' tab contains a blue box with text: 'This voter has already been issued a voter access card. 1) If this is the correct voter and the ballot was NOT cast, a Chief Judge may "Re-Issue" another card. 2) If the voter was mis-identified and the ballot was NOT cast, a Chief Judge may "Remove Ballot Issued" under the "Identification" Tab. NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.' Below this, there are several fields: 'Precinct' (005-001.Cong=01/L), 'DOB' (5/28/1967), 'Status' (Active No), 'MDVOTER', 'Party' (DEMOCRAT), 'KEATON, BUSTER M', 'ID Require', and 'Issued' (TS Issued, highlighted in red). A 'Comments' section contains the text 'CONG=01 LEGIS=38A SCHOOL=200'. At the bottom, there are three buttons: 'Re-issue TS Ballot' (highlighted with a blue border), 'Issue Provisional Ballot', and 'Go Back'. The footer shows 'BT:??? AC:Online', 'Voted: DEM 4 REP 3 NON 0 TOT 7', and the date/time '4/12/2010 1:06:15 PM'.

2. Tap on the **"Reprint VAC" button**. The word "Reprint" will print within the row of asterisks at the bottom of the *Voter Authority Card*.

The screenshot shows the 'Express Poll' application window with the 'Voter Record' tab selected. The voter's name is Keaton, Buster M, and the address is 29693 Polks Rd, Springfield 21000. The Voter ID is 6807483. The 'Show ID' dropdown is set to 'No' and the 'County' is 'Somerset'. The 'Reprint VAC' button is circled in red. To the right of the interface is a sample of a Voter Authority Card. The card contains the following text:

rainin)

JNC(L=004; SCHOOL=

BT:??? AC:Online Voted: DEM 4 REP 3 NON 0 TOT 7 4/12/2010 1:09:21 PM

BALLOT STATE: 1 ISSUED: 07/10/2012 10:31:48 Reason: 0

IMPORTANT

If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

Voter Signature _____

Check-in Judge Initials: _____

Voting Unit Judge Initials: _____ Voting Unit # _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

*****REPRINT*****

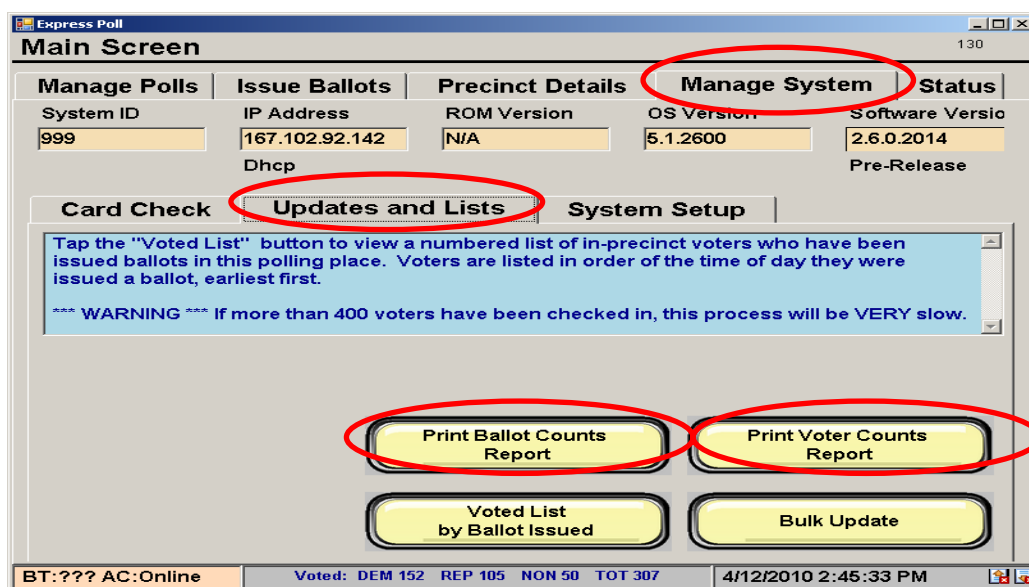
Unofficial Turnout Report

Voter turnout is reported at 10:00 am and 3:00 pm on the *Precinct Unofficial Turnout Report*. Print the Consolidated Voter Count Report using the procedures in the next section "Printing Voter and Ballot Count Reports", attach to the *Unofficial Turnout Report* form and post.

Printing Total Voter and Ballot Count Reports

Upon authorization from the Chief Judges, the Voting Operations Judges at the Electronic Pollbooks are to print Consolidated Voter Counts and Consolidated Ballots Counts Reports from one Pollbook.

1. Tap the "Return to Main" button at the bottom of the Find Voters screen. Then tap "Manage System". Then "Updates and Lists."



2. Tap "Print Ballot Counts Report." The "Consolidated Ballot Counts" Report will print.

Primary Election

Consolidated Ballot Counts Report				
Poll Description: 05-1 Mt Vernon Fire Dept				
Report Date: 04/12/2010 14:49:00				

	TOT	DEM	REP	NON
TS Issued	303	149	110	44
TS Reiss	- 3	- 1	- 2	- 0
TS Canc	- 10	- 3	- 6	- 1
Net TS	290	145	102	43
Prov Issued	19	8	3	8
Prov Reiss	- 1	- 0	- 0	- 1
Prov Canc	- 1	- 1	- 0	- 0
Net Prov	17	7	3	7
Net Ballots	307	152	105	50

DEM Judge				
REP Judge				

General Election

Consolidated Ballot Counts Report	
Consolidation: # 16013061	EPB Number: 051633
Poll Description: James Hubert Blake High School	
Report Date: 07/18/2012 09:52:28	

	TOT
TS Issued	429
TS Reiss	- 3
TS Canc	- 5
Net TS	421
Prov Issued	9
Prov Reiss	- 2
Prov Canc	- 0
Net Prov	7
Net Ballots	428

DEM Judge	
REP Judge	

Reissued and canceled ballots are **subtracted** from “Issued” ballots to arrive at “Net Ballots” totals for TS and provisional ballots.

3. Tap “Print Voter Counts Report.” The “Consolidated Voter Counts Report” will print.

Primary Election

Consolidated Voter Counts Report

Consolidation: # 20005001 EPB Number: 999
 Poll Description: 05-1 Mt Vernon Fire Dept
 Report Date and Time:
 04/12/2010 16:58:56

Party	Total	Reg-TS	Prov
DEM	152	145	7
REP	105	102	3
NON	50	43	7
TOT	307	290	17

DEM Judge _____

REP Judge _____

General Election

Consolidated Voter Counts Report

Consolidation: # 16013061 EPB Number: 051633
 Poll Description: James Hubert Blake High School
 Report Date and Time:
 07/18/2012 09:52:37

Party	Total	Reg-TS	Provisional
DEM	281	275	6
REP	57	56	1
GRN	0	0	0
LIB	0	0	0
UNA	62	62	0
OTH	28	28	0
TOT	428	421	7

DEM Judge _____

REP Judge _____

The total (“TOT”) of the Voter Counts Report should equal “Net Ballots” on the “Consolidated Ballot Counts Report.”

4. Sign reports. (Judges who are neither Democrats nor Republicans may sign either line.)
 Attach both reports to the *Electronic Pollbook Integrity Report*.

Ending the Election on the Electronic Pollbook

To be done AFTER the Consolidated Ballot Counts and Consolidated Voter Counts Reports are printed.

Refer to *Closing the Electronic Pollbook Checklist* in Chapter 10 for detailed instructions.

Upon authorization from the Chief Judges, the Voting Operations Judges at the Electronic Pollbooks are to:

1. Tap the “Return to Main” button at the bottom of the Find Voters screen. Then tap the “Manage Polls” button.

2. Tap on the "Daily Closing Step #1 Close the Polls" button at the bottom of the screen.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****OPENING**** Before opening polls, tap "Manage System" then "Updates and Lists." Print "Ballot" and "Voter Counts" reports and verify that all totals are 0. When authorized by Chief Judges, tap "Open the Polls." Tap the "Issue Ballots" tab to begin processing voters.
****CLOSING**** Tap "Step #1- Close the Polls." Print the end-of-day "Ballot Counts" and "Voter Counts" reports BEFORE tapping "Step #2- Archive & Close Down."

Statistics

Ballots | Cards | Voters

TS Voter Cards 0

Provisional Ballots 2

Consolidation Number 20005001

Poll Status **OPENED**

Poll Opening Time 7:00AM 11/8/11

Poll Closing Time 8:00PM

of Registered Voters 641

Bulk Update Date

Open the Polls **Daily Closing Step #1 Close the Polls** Daily Closing Step #2 Archive & Close Down

BT:??? AC:Online Voted: DEM 0 REP 2 NON 0 TOT 2 12/13/2011 1:00:17 PM

3. Verify that the "Poll Status" on the right side is now closed. Tap the "Daily Closing Step #2 Archive & Close Down" button at the bottom of the screen.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****OPENING**** Before opening polls, tap "Manage System" then "Updates and Lists." Print "Ballot" and "Voter Counts" reports and verify that all totals are 0. When authorized by Chief Judges, tap "Open the Polls." Tap the "Issue Ballots" tab to begin processing voters.
****CLOSING**** Tap "Step #1- Close the Polls." Print the end-of-day "Ballot Counts" and "Voter Counts" reports BEFORE tapping "Step #2- Archive & Close Down."

Statistics

Ballots | Cards | Voters

TS Voter Cards 0

Provisional Ballots 2

Consolidation Number 20005001

Poll Status **CLOSED**

Poll Opening Time 7:00AM 11/8/11

Poll Closing Time 8:00PM

of Registered Voters 641

Bulk Update Date

Open the Polls Daily Closing Step #1 Close the Polls **Daily Closing Step #2 Archive & Close Down**

BT:??? AC:Online Voted: DEM 0 REP 2 NON 0 TOT 2 12/13/2011 2:13:48 PM

4. A prompt appears on the screen. Tap the "Yes" button.

**** QUESTION ****

IMPORTANT! This will ARCHIVE the activity from today's voting and log out this pollbook from the system.
You should answer "Yes" ONLY if both these statements are true:
1) The polling place is now CLOSED for the day
2) You have already printed the end-of-day "Ballot Counts" and "Voter Counts" reports from this pollbook.
If either of these statements is NOT true, or if you are not sure, answer "No" and consult a Chief Judge.

Yes No

5. A second prompt appears on the screen. Again tap the "Yes" button.

**** QUESTION ****

Are you sure you wish to CLOSE DOWN this electronic pollbook for the day?

IF the polling place is now closed for the day AND you have printed the end-of-day "Ballot Counts" and "Voter Counts" reports, answer "Yes". Then TURN OFF the power switch on this pollbook.

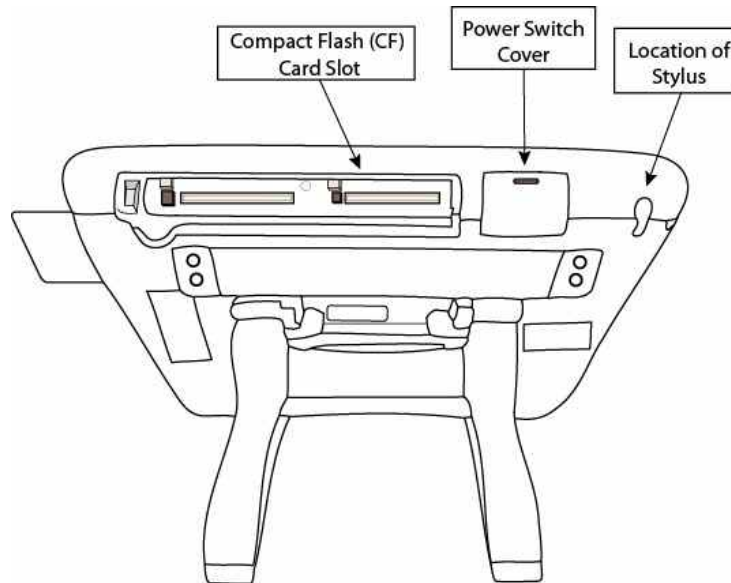
If you are NOT done for the day with this pollbook, answer "No".

Yes No

6. A screen with a keyboard appears. Turn off the Pollbook.

Packing the Electronic Pollbook and Printers

1. Store each stylus in its slot at the top of each Electronic Pollbook. Turn off the power switch at the top of the Pollbook.
2. Disconnect all cables and cords.



3. Pack the Electronic Pollbooks in their cases.
4. Obtain new red seals from the Chief Judges. Place a red seal in each Pollbook Case. Record these new red seal numbers for each corresponding Pollbook case on the *Electronic Pollbook Integrity Report – Part 3*. Seal each case with the red lock you placed in the case.
5. Pack up all printers, network hubs, cords and cables.
6. Place all Pollbook and printer cases/boxes with the other election materials that will be returned to the Board of Elections by the Closing Judges on Election Night.